

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1152

TITLE: ASSISTANT MANAGEMENT AND BUDGET DIRECTOR

GRADE: S-35

DEFINITION:

Under general direction to assist in the administration of the County's budgetary process, to supervise a division of the Office of Management and Budget, and to do related work as required.

TYPICAL TASKS:

Assists the Director of Management and Budget in the overall administration of the General County's budgetary process;

Supervises the General Government, Personal Development and Revenue Division or the Public Safety, Administration of Justice and County Development Division of the Office;

Plans, organizes, selects, trains and directs the activities of his/her division;

Prepares work programs to accomplish the mission of the organization, assists in planning activities of the office;

Represents the Budget Director at meetings with employees, citizens and government officials;

Makes recommendations for improvements to the County's budgetary process.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Must demonstrate a knowledge of the principles and practices of the County's organization, functions and problems;

Knowledge of the County's budgetary process including the principles of its financial accounting systems, purchasing and personnel systems;

Ability to plan, organize and direct the work of technical and support staff;

Ability to gain and maintain the confidence and cooperation of the officials, employees and the public;

Ability to speak and write effectively.

EMPLOYMENT STANDARDS:

Graduation from college and six years of increasingly responsible experience within the area of local government budget preparation and execution. At least one year of experience must have been as a supervisor of a major functional area. A Master's degree may be substituted for one year of experience.

NECESSARY SPECIAL REQUIREMENTS:

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. **Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED: April 16, 2002

ESTABLISHED: July 1977